

**SECRET  
SECURITY INFORMATION**

8-17

27 November 1953

MEMORANDUM FOR: DIRECTOR OF TRAINING

SUBJECT: Progress Report, Records & Registration Section, OTR  
for the week of 19-25 November 19531. Students presently in full-time OTR courses in CIA installations: ✓

## a. Basic Intelligence

(1) Basic Intelligence Course (I) #15	23
(2) Phase II #5	69
(3) Phase III #6	46
(4) Administrative Support Course #5	36

b.

25X1

## c. Clerical

(1) Clerical Induction Training	6
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TOTAL FULL TIME OTR COURSES

275

2. Students presently in part-time OTR courses in CIA installations: ✓

## a. Basic Intelligence

(1) Reading Improvement Course #14				
DDP Personnel	19			
DDI & DDA Personnel	31	50		

(2)   Reading Improvement Course #119  
31  
4  
54

## b. Management

(1) Human Resources Program	12
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## c. Clerical

(1) Clerical Induction Training	30
(2) Clerical Orientation Course #78	28
(3) Clerical Refresher Course #31	
Typing	17
Shorthand	24
English Usage	4
	<u>45</u>
	103

## d. Language and Area

(1) CIA Language Laboratory	
Regular Classes	97
Self-Study	<u>113</u>
	<u>210</u>

TOTAL PART-TIME OTR COURSES 3793. Students presently in full-time external training: 

## a. Defense Schools

(1) Air War College	1
(2) Armed Forces Staff College	1
(3) Army War College	1
(4) Intelligence Staff Officers Course	1
(5) Industrial College of the Armed Forces	1
(6) National War College	3
(7) Strategic Intelligence School	3
(8) Naval War College	1
	12

b.

25X1

## c. Management

(1) Advanced Management Program-Harvard University	1
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## d. Language and Area

(1) Program A	2
(2) Program C	6
(3) Program G	5
(4) Army Language School, Monterey, California	4
(5) Navy Language School, Anacostia, Md.	3
(6) FSI-Near East Language and Area Program	6
(7) FSI - Language	4

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(8)	Georgetown miscellaneous courses	1
(9)		7
(10)	Miscellaneous Area Courses	1
(11)	Miscellaneous Area & Language Courses	4 43

e. Miscellaneous

2

TOTAL FULL-TIME EXTERNAL

106

4. Students presently in part-time external training:

a. Defense School Lectures

(1)	Industrial College of the Armed Forces	14
(2)	Strategic Intelligence School	<u>1</u> 15

b. Language and Area

(1)	Georgetown University	
	SRA #28	9
	SRS I, Group 8	7
	SRS II, Group 7	4 20
(2)	Georgetown miscellaneous courses	36
(3)	Georgetown-Central Asian Program	10
(4)	FSI Language	1
(5)	Miscellaneous Area Courses	4
(6)	Miscellaneous Language	<u>49</u> 120

c. Clerical

(1)	IBM - Washington, D.C.	17
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d. Miscellaneous

45

TOTAL PART-TIME EXTERNAL

197

GRAND TOTAL

957

25X1

[Redacted]

Registrar, OTR

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-3-

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